

House Local Government Quick Reference

QUORUM (H30-30)

- A quorum (11) must be present to transact business. A majority of the quorum is sufficient for committee action.
- The Speaker, majority leader, and minority leader are *ex officio* nonvoting members of all House committees. They may count toward establishing a quorum.

POSSIBLE COMMITTEE ACTIONS

- Each bill must be acted upon.
 - Favorably / unfavorably as to passage (do pass or concur)
 - Do pass (for House bills) [*I move that __ Bill No. __ do pass.*]
 - A House committee may recommend a bill approved unanimously be placed on the consent calendar (H30-50).
 - Do pass as amended (for House bills) [*I move that __ Bill No. __ do pass as amended.*]
 - Be concurred in (for Senate bill) [*I move that __ Bill No. __ be concurred in.*]
 - Be concurred in as amended (for Senate bills) [*I move that __ Bill No. __ be concurred in as amended.*]
 - Table the measure in committee [nondebatable] [*I move that __ Bill No. __ be tabled.*]
 - Recommendation for referral to another committee
- A bill may not be reported out of committee without a hearing.

MOTIONS – *A second is not necessary.*

Debatable Motions	Nondebatable Motions
<ul style="list-style-type: none"> • Favorably / unfavorably as to passage (do pass or concur) • Recommendation for referral to another committee • Move to amend • Move to reconsider the committee's action (proxies allowed) • Substitute motion • Motion to segregate 	<ul style="list-style-type: none"> • To table • To take from the table [majority of those present, no proxies allowed] • To call for the question (cloture) • To divide a question (not a motion)

A member who proposed a motion may withdraw it before it is voted on or amended.

OTHER ACTIONS

- Point of order or privilege

COMMITTEE LEGISLATION

- Requires $\frac{3}{4}$ of the entire committee, including proxies, to request the drafting or introduction of committee legislation (H30-50)

MEETING NOTICE

- A committee must give public notice. They are encouraged to provide 3 legislative days of notice to members of committees and the general public. However, a meeting may be held upon notice appropriate to the circumstances.